LCA Online System
User Guide

Version 1.51

CONTENTS

GETTING STARTED WITH THE LCA ONLINE SYSTEM

Introduction

The Labor Condition Application (LCA) Online System Web site was developed for the Department of Labor (DOL), Employment and Training Administration (ETA), Office of Workforce Security (OWS), Division of Foreign Labor Certification (DFLC). It allows employers and their representatives (attorneys/agents) to submit new LCAs and to view and reuse pending LCAs. The Web-based system also provides a search function, hyperlinks to a number of important resources.

This *User Guide*, designed for employers and attorneys/agents, describes the fundamentals of the Web-based LCA, including logging in, navigating system pages, and performing tasks common across the system, such as submitting an online application for certification.

Document Conventions

The following conventions are used in this *User Guide*:

ITEM	CONVENTION	EXAMPLE
Buttons and tabs	Graphic representation	Save , SEARCH LCA , SUBMIT COMMENT
Hyperlink	Color text and underlined	edit, resolution
Page and field names	**Bold type**	**List Users** page, **Date Submitted** field
Data that you enter by typing on your keyboard	Courier New font	Password
System messages	"In quotation marks" and **bold type**	**"Processed Other Wage Source Needs to be E-mailed."**

Acronyms

The following acronyms are used in this *User Guide*:

ACRONYM	DEFINITION
DFLC	Division of Foreign Labor Certification
DOL	Department of Labor
ETA	Employment and Training Administration
LCA	Labor Condition Application (Form ETA 9035E)
LCA Online System	Labor Condition Application Online System Web site
OWS	Office of Workforce Security

User Types

There are three types of users who are allowed to submit online applications:

- Registered users (Employers),
- Registered users (Attorneys/Agents), and
- Non-registered users.

The LCA Online System for foreign labor certification offers a registration feature for frequent users. This feature ensures that less time and effort is required when you wish to enter multiple LCAs, because the employer information entered at registration is stored in a profile used to pre-populate key fields. This feature is also very helpful in instances where you need to view or print previously submitted LCAs that have not been certified or denied. If you register as an Attorney/Agent, you can manage multiple employers using the LCA system.

Infrequent users who would like to submit only one LCA are not required to register. Once you have submitted your data, you will be immediately notified whether your LCA has been certified, denied, or is pending wage source review. This decision is based on the information that you entered. If certified, you will be required to print, sign, and date the LCA, then send a copy of the signed LCA to the Immigration and Naturalization Service (INS) to obtain a visa petition.

Benefits of the LCA Online System

The benefits of using the LCA Online System include:
- Faster application processing time
- Immediate certification or denial
- Ease of use
- Posting, viewing, and updating profile information
- Tracking and viewing the status of submitted applications
- Displaying copies of accepted LCAs by case number
- Electronic notification of LCA status
- Re-submission of certified/denied LCAs after correction (Registered Users only)
- Immediate notification of errors in your LCA
- Ability to save a copy of the LCA to your hard drive, network drive, or disk
- Ability to place an LCA on hold status (Registered Users only)
- Ability to email a saved LCA to the others within the company, to a client, or to a remote location.

System Requirements

Use of the LCA Online System requires the following:
- Internet access
- Web browser (Internet Explorer 4.x or higher, Netscape 4.7 or higher)
- Adobe® Acrobat Reader 4.0 or higher

ACCESSING THE SYSTEM

There are three ways to access the LCA Online System:

- As a Non-registered user,
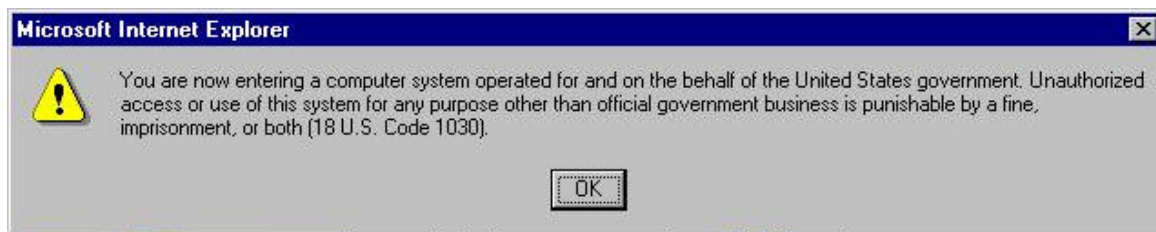- As a first time Registrant, or
- As a Registered user.

To gain authorized access to the LCA Online System as a registered user, you must have created a unique login ID. Registered users have access to all of the rich features of the LCA Online System (see the "Benefits of the LCA Online System" section on p. 5).

However, if you are an infrequent user of the system, you can access the system to submit an LCA without registering. Both cases are discussed in the following section.
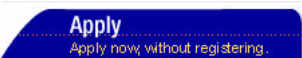
Accessing the System as a Non-Registered User

1. From your desktop, start Internet Explorer or Netscape.

2. Type in the following **Address** for Internet Explorer or **Location** for Netscape:
   http://www.lca.doleta.gov/ and press **Enter** on your keyboard. An alert message is displayed. Read the message and click **OK**.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Microsoft Internet Explorer                                          [×]   │
├──────────────────────────────────────────────────────────────────────────┤
│  ⚠   You are now entering a computer system operated for and on the        │
│      behalf of the United States government. Unauthorized access or use    │
│      of this system for any purpose other than official government         │
│      business is punishable by a fine, imprisonment, or both (18 U.S.      │
│      Code 1030).                                                           │
│                                                                            │
│                            ┌────────┐                                      │
│                            │   OK   │                                      │
│                            └────────┘                                      │
└──────────────────────────────────────────────────────────────────────────┘
```
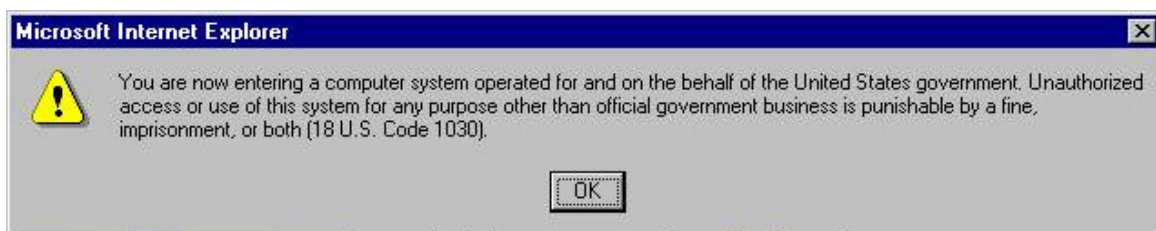
The **LCA Online System Home** page is displayed.

3. Click . The **Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page is displayed. Follow the instructions provided in Chapter 8 (Submitting an LCA), p. 42, of this *User Guide* to submit an LCA.
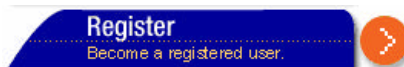
Registering as a System User

1. From your desktop, start Internet Explorer or Netscape.

2. Type in the following **Address** for Internet Explorer or **Location** for Netscape: http://www.lca.doleta.gov/ and press **Enter** on your keyboard. An alert message is displayed. Read the message and click **OK**.

The **LCA Online System Home** page is displayed.

3. Click . The **Registration** page is displayed.

Employer

1. If you are registering as an Employer, click **Setup Employer Profile**. (If you are registering as an Attorney/Agent, skip to the next subsection titled **Attorney/Agent**). The **Registration** page is displayed.

> **Note**: As a Registered Employer, you are allowed to enter your employer data for easier LCA submission, view the status of LCAs online, update your employer data online, hold LCAs without submitting for up to 20 days, and track newly submitted LCAs.

2. Carefully read the terms and conditions provided on the **Registration** page. You can scroll through the text using the down arrow located in the scrollbar to the right of the text.

3. Click **Accept** to accept the terms and conditions, or **Decline** to quit the procedure without registering. If you click **Accept**, the **Welcome New Employer** page is displayed.

User Profile

First Name:	*	
Last Name:	*	
Phone:	*	___ - ___ - ___ ext: ___
Fax:		___ - ___ - ___
Email:	*	

We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

Username:	*	
Password:	*	___ *Confirm Password: ___

Providing a unique username and password will be the "key" to accessing the LCA Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character.

Employer Business Identification

EIN Number:	*	___ - ___

Enter employer's unique 9-digit identification number

Full Legal Name:	*	
Address:	*	
City:	*	___ *State: ▼
Zip/Postal Code:	*	___ - ___
Phone Number:	*	___ - ___ - ___ ext: ___

Employer Contact (Optional)

Providing this information will allow the System to automatically pre-fill Section H - Contact Information in the Online LCA.

| First Name:	
Last Name:	
Phone Number:	___ - ___ - ___ ext: ___

Submit   Cancel

4. Fill in the **User Profile**, **Employer Business Identification**, and **Employer Contact (Optional)** sections on the **Welcome New Employer** page. Required fields are marked with an asterisk (*).

5. Click [Submit]. The **LCA Online System User Home** page is displayed indicating "**You are now a registered user of the LCA Online System**."

6. Follow the instructions in the next section of this *User Guide* (**Accessing the System as a Registered User**) to log in and use the LCA Online System.

Attorney/Agent

1. If you are registering as an Attorney/Agent, click **Setup Attorney/Agent Profile**. The **Registration** page is displayed.

> **Note**: As a Registered Attorney/Agent, you are allowed to manage multiple clients' LCAs online, view the status of employers' LCA online, hold LCAs without submitting for up to 20 days, and allow multiple users at the same location to process LCAs for clients.
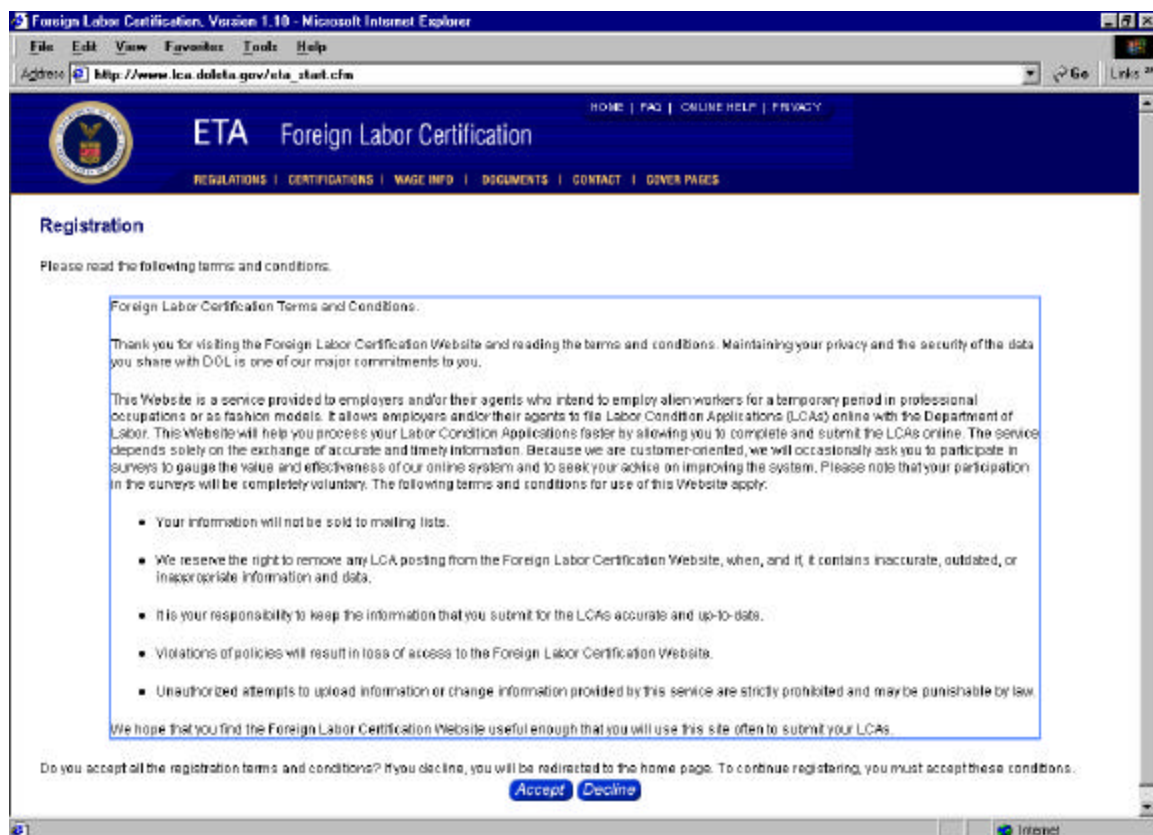
2. Carefully read the terms and conditions provided on the **Registration** page. You can scroll through the text using the down arrow located in the scrollbar to the right of the text.

3. Click **Accept** to accept the terms and conditions, or **Decline** to quit the procedure without registering. If you click **Accept**, a blank **Welcome New Attorney/Agent** page is displayed.

4. Fill in the **My Information** and **Login Account** sections on the **Welcome New Attorney/Agent** page. Required fields are marked with an asterisk (*).

5. Click [Submit] to process your profile. The **LCA Online System User Home** page is displayed indicating "**You are now a registered user of the LCA Online System**."

Accessing the System as a Registered User

1. From your desktop, start Internet Explorer, Netscape, or other browser.

2. Type in the following **Address** for Internet Explorer or **Location** for Netscape: http://www.lca.doleta.gov/ and press **Enter** on your keyboard. An alert message is displayed. Read the message and click **OK**. The **LCA Online System Home** page is displayed.

3. Type your `username` in the **Username** field. Your username must be 8-15 characters, and special characters (*, %, @), &, etc.) are not allowed.

4. Type your `password` in the **Password** field. Your password must be 8-15 characters, and contain one special character (*, %, @), &, etc.) and at least one numeral (0-9).
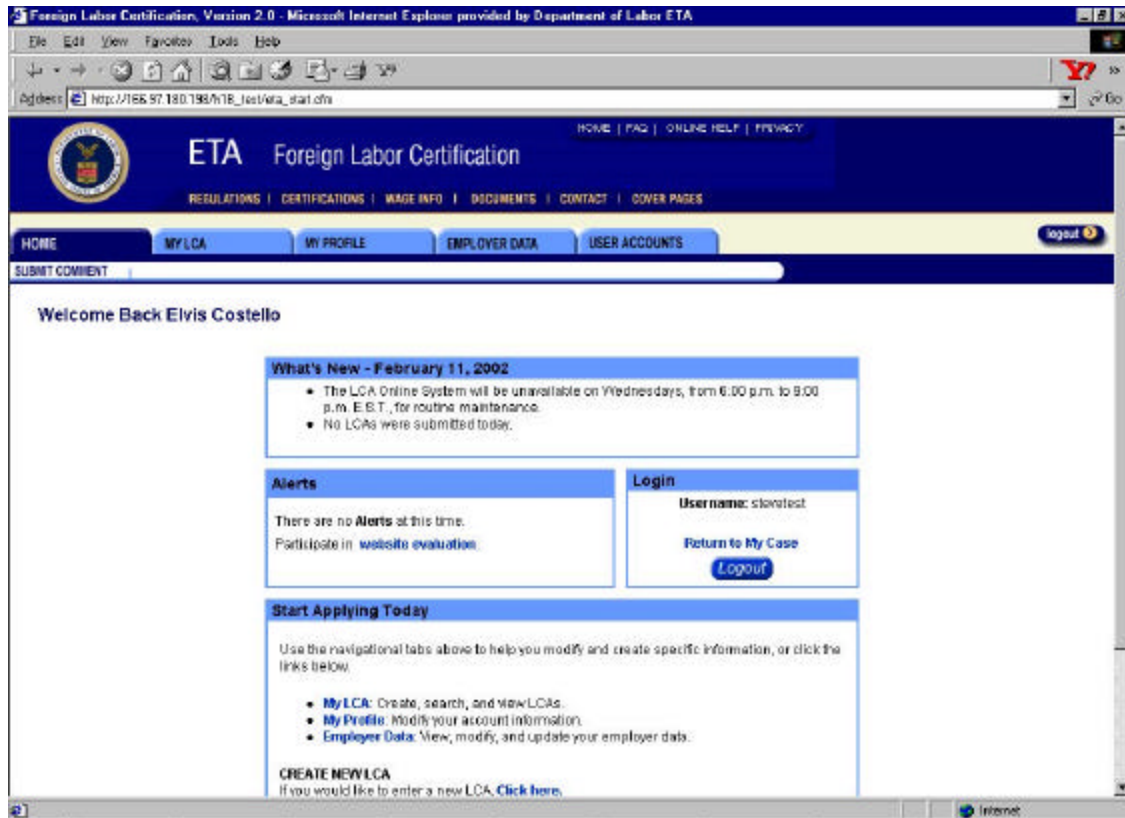
5. Click .

> **Note**: If you are unsuccessful at logging into your account, the system will allow you another login attempt, until you have made **three** unsuccessful attempts. After that time, your account will be disabled, and you will have to send an email to LCAHelp@doleta.gov asking to re-activate your account.

Once you have successfully logged in, the system displays the **LCA Online System User Home** page. This page contains important information such as news and system alerts. It is important that you read these messages since they may notify you of actions you are required to take, or warn you about upcoming system changes or maintenance issues.

> **Note**: When you login to the **LCA Online System** you cannot use another Web browser to log into the same account at the same time. You can only have one session with your account displayed at any given time.

Depending on your registration level (Employer or Attorney/Agent), the **LCA Online System User Home** page displays options giving you access to certain features and functions of the LCA Online System.
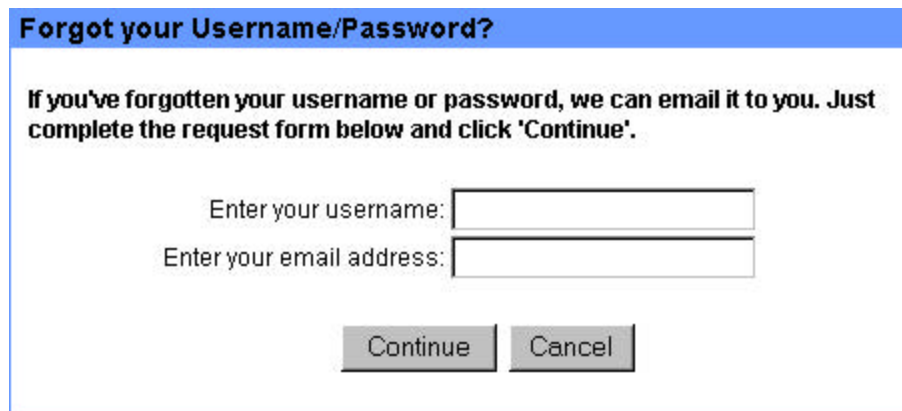
Forgot Your Username/Password?

If you forget your username or password, you can request this information via email.

1. With the **LCA Online System Home** page displayed in your Web browser, click [Forgot your username and/or password?]. The **Forgot your Username/Password?** page is displayed.

2. Enter your username and email address, then click [Continue]. An email response will be sent to you automatically containing your username and password. When you receive the login information, we recommend that you memorize it and delete the email.

3. Press [Click here] at the top of the **Forgot Username/Password?** page to return to the **LCA Online System Home** page.

Tip: To add an additional level of security, we recommend that you change your password every 120 days.

Logging Out of the System

To ensure system security, it is important that you log out of the system when you are not using it. When you have finished using the system, you must completely log out. If you leave the system idle for 15 minutes, you will be automatically logged out of the system. In that case, you must log back in when you are ready to continue.

To log out, click [logout] at the top of the screen or [Logout] in the Login box on the **LCA Online System User Home** page. The system returns you the **LCA Online System Home** page and displays a message that you have successfully logged out.
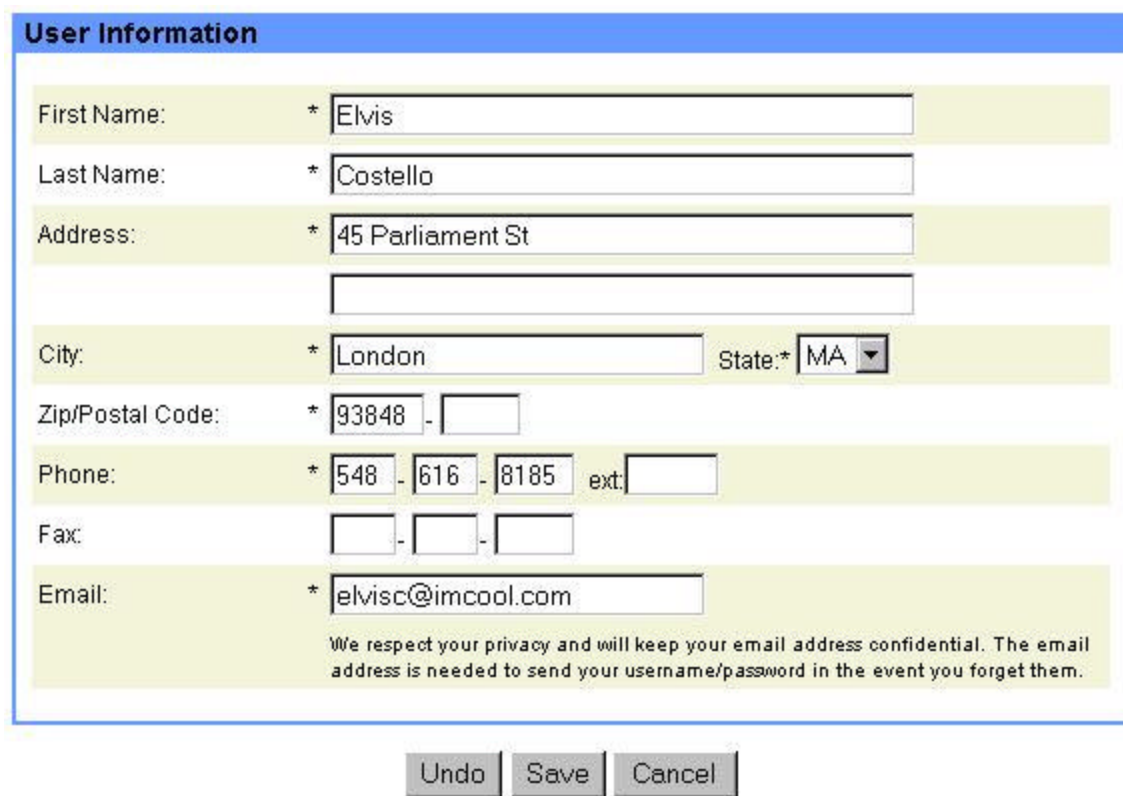
MANAGING YOUR PROFILE

When you register on the LCA Online System, you enter specific profile information such as your full name, address, email, fax contact information, and so on. As a registered user, you have the ability to view and/or modify your user and login information.

Viewing and Editing Your User Information

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p. 13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **MY PROFILE** tab.

3. Click **USER INFORMATION**. The **My Information** page displays your user information.

4. To modify your user information, place the cursor in the field that you want to change and overwrite the information currently displayed in the field. Make sure to space over any additional characters.

5. Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **My Information** page without saving your changes.

Viewing and Editing Your Login Information

1. If you are not logged in, follow the instructions provided in Chapter 2 (<u>Accessing the System as a Registered User</u>), p. 13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **MY PROFILE** tab.

3. Click _____. The **Login Account** page is displayed. The **Username** field is auto-populated with your username.

Login Information

Username:	*	testerone
Password:	*	•••••••••	Confirm Password:* •••••••••

Providing a unique username and password will be the "key" to accessing the LCA Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character.

[Undo] [Save] [Cancel]

4. To change your password, click in the **Password** field and type a new password. Your password must be 8-15 characters and contain one special character (*, %, @), &, etc.) and at least one numeral (0-9).

5. Click in the **Confirm Password** field, and type the same password again. Be sure to type the password exactly as you typed it in the previous field. Otherwise, you will receive an error message that your password does not match the **Confirm Password** entry.

> **Note**: To maintain system security, we recommend that you change your password at least every 120 days

6. Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **Login Information** page without saving your changes.

MANAGING USER ACCOUNTS (ATTORNEY/AGENTS ONLY)

The agents or attorneys of employers can create and manage user accounts for other attorneys or employees. This feature is useful if an agent or law firm employs several people to work on visa issues and needs several accounts to access employers' LCA records online.

Adding a User

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p. 13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **USER ACCOUNTS** tab. The **User Access List** page is displayed.

> **Note**: If you have not activated the user account feature, click the Activate User Account button in the middle of the page. Select **Modify** to edit your user information. Select **Done** to return to the User Access List.

User Access List	
edit view	Elvis Costello
	Add New User

3. Select **Add New User**. The **User Information** edit page is displayed.

User Information

First Name:	*	
Last Name:	*	
Address:	*	
City:	*	State:* [ ]
Zip/Postal Code:	*	[ ] - [ ]
Phone:	*	[ ] - [ ] - [ ] ext: [ ]
Fax:		[ ] - [ ] - [ ]
Email:	*	

We respect your privacy and will keep your email address confidential. The email address is needed to send your username/password in the event you forget them.

Login Information

Username:	*	
Password:	*	Confirm Password:* [ ]

Providing a unique username and password will be the "key" to accessing the LCA Online System. Username and Password must be 8-15 characters long. Username cannot contain special characters. Password must contain at least a number and a special character.

4. In the **User Information** section, type the new user's information in the displayed fields. Mandatory fields are indicated with an asterisk (*).

5. In the **Login Information** section, type the new user's username and password. Both must be 8-15 characters, and the password must contain one special character (*, %, @, &, etc.) and at least one numeral (0-9).

6. In the **Security Access** section, click the box(es) next to the access level(s) you want the user to be given.

Security Access

☐ Manage User Accounts	
☐ Edit Employer Data	☐ Edit LCAs on Hold
☐ Add New Employer	☐ Add/Reuse LCAs
☐ Delete Employer	☐ Withdraw LCAs

[Undo] [Save] [Cancel]

7. Click ![Save] to save any changes you made, ![Undo] to erase any unsaved changes and start over, or ![Cancel] to exit the **User Information** page without saving your changes.

Viewing, Editing, and Deleting User Accounts

4. In the **User Access List** table, select **view** next to a user name to display the user's information for review. The **User Information** view-only page is displayed.

2. Select ![Modify] if you want to edit the displayed information. Select ![Done] to return to the **User Access List.**

3. In the **User Access List** table, select **edit** next to a user name to display the user's information for editing. The **User Information** edit page is displayed.

4. Edit the fields you want to change and overwrite (or check/uncheck) the information currently in the field. Make sure to space over any additional characters.

5. Click Save to save any changes you made, Undo to erase any unsaved changes and start over, or Cancel to exit the **Employer Data** page without saving your changes.

6. To delete a user account (other than your own), check the box next to the user's name in the **User Access List** and select ![Delete]. The user information is removed from public access but will remain in the DOL database. You may also delete multiple user accounts by checking the box next to each user listed, and selecting the **Delete** button.

Delete	
User Access List	
☐ edit view	Eleanor Roosevelt
edit view	Elvis Costello
	Add New User

MANAGING EMPLOYER INFORMATION

Registered users can add new employer information, and view and/or edit the employer's business identification and contact information. Required fields are marked with an asterisk (*).

Adding a New Employer (Attorney/Agents Only)

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p. 13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **EMPLOYER DATA** tab. The **Employer Data** page displays the most recent employer that you added.

3. Click the **ADD NEW EMPLOYER** tab. The fields on the **Employer Data** page are cleared.

Employer Business Identification

EIN Number: * [ ] - [ ]
Enter employer's unique 9-digit identification number

Full Legal Name: * [ ]

Address: * [ ]
[ ]

City: * [ ] State:* [▼]

Zip/Postal Code: * [ ] - [ ]

Phone: * [ ] - [ ] - [ ] ext: [ ]

Employer Contact (Optional)

Providing this information will allow the System to automatically pre-fill Section H - Contact Information in the Online LCA.

First Name: [ ]

Last Name: [ ]

Phone Number: [ ] - [ ] - [ ] ext: [ ]

Save   Cancel

4. In the **Employer Business Identification** section, type the employer's information in the displayed fields. Mandatory fields are indicated with an asterisk (*).

5. (Optional.) In the **Employer Contact** section, type the employer's contact information in the displayed fields.

6. Click [Save] to save the employer data in the LCA Online System.

Searching, Viewing and Updating Employer Data (Attorney/Agents Only)

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p. 13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the [EMPLOYER DATA] tab. The **Search for Employer(s)** page is displayed by default if you have already entered and saved employer data for multiple employers.

> **Note**: If the Search for Employer(s) page is not displayed, click the [LIST EMPLOYERS] tab.

Search For Employer(s)

EIN:	☐ - ☐
	Enter employer's 9-digit EIN
Employer Name:	☐

[Search] [Create New Search]

3. To narrow the list of displayed employers, enter search criteria data in the **Search For Employer(s)** page's fields, then select [Search]. The Search Results list re-displays a new list of employers.

   - To search by Employer ID Number (EIN), enter the entire 9-digit number in the **EIN** field.

   - To search by Employer Name, enter the full or partial name of the employer in the **Employer Name** field.

5. To sort the search results, click the column headers, i.e. **Name**, **EIN**, **City, State** and **Phone**.

6. Select **view** next to an employer's name in the list to display the employer's information for review. The **Employer Data** view-only window is displayed. Click [Modify] if you want to edit the displayed information.

7. Select **edit** next to an employer's name in the list to display the employer's information for editing. The **Employer Data** page is displayed.

Employer Business Identification

EIN Number:	*	33-3399999
Full Legal Name:	*	Elvis's BBQ and Laundry
Address:	*	1 Possum Pkwy
City:	*	Raleigh State: * NC
Zip/Postal Code:	*	16111 -
Phone:	*	889 - 652 - 6511 ext:

Employer Contact (Optional)

Providing this information will allow the System to automatically pre-fill Section I - Contact Information in the Online LCA.

First Name:	
Last Name:	
Phone Number:	- - ext:

Undo   Save   Cancel

8. Place the cursor in the field you want to change and overwrite the information currently in the field. Make sure to space over any additional characters.

9. Click **Save** to save any changes you made, **Undo** to erase any unsaved changes and start over, or **Cancel** to exit the **Employer Data** page without saving your changes.

10. To delete an employer from your **Employer Data**, check the box next to the employer's name in the **Delete** column and select **Delete**. The employer data is removed from public access but will remain in the DOL database.

Viewing and Editing Employer Data (Employers Only)

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p.13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **EMPLOYER DATA** tab. The **Employer Data** page is displayed.

> **Note**: If you are already registered as an Employer, the fields on the Employer Data page will be displayed, automatically populated with the profile data you entered.

Employer Business Identification

EIN Number:	*	33-3399999
Full Legal Name:	*	Elvis's BBQ and Laundry
Address:	*	1 Possum Pkwy
City:	*	Raleigh State: * NC
Zip/Postal Code:	*	16111 -
Phone:	*	889 - 652 - 6511 ext:

Employer Contact (Optional)

Providing this information will allow the System to automatically pre-fill Section I - Contact Information in the Online LCA.

First Name:	
Last Name:	
Phone Number:	- - ext:

Undo   Save   Cancel

11. Place the cursor in the field you want to change and overwrite the information currently in the field. Make sure to space over any additional characters.

12. Click Save to save any changes you made, Undo to erase any unsaved changes and start over, or Cancel to exit the **Employer Data** page without saving your changes.

ADDING, SEARCHING, AND UPDATING LCAS

The LCA Online System allows you to easily add new LCAs or locate and retrieve existing LCAs for viewing, printing, and reusing. You can locate a specific LCA by entering the unique ETA Case Number assigned to it by the system, or you can search LCAs by entering search criteria on the **Search For LCAs** page and generating a Search Results list.

Adding a New LCA

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p.13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the **MY LCA** tab. The **Search LCAs** page is displayed by default.

3. Click **ADD NEW LCA**.

> **Note**: If you are an attorney/agent and have not yet created an Employer record, a message is displayed directing you to do so now. Follow the instructions provided in the "Add an Employer" section of this *User Guide*, then proceed to step 4.

- If you are an attorney/agent and you have created *only one* employer record, the first page of the **Form ETA 9035E, Step 1 of 5 - Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page is displayed.

- If you are an attorney/agent and you have created multiple employer records, you will be given the choice of employers for whom to submit an LCA. Select the **apply** hyperlink to submit an LCA associated with the selected employer.

Search For Employer(s)

EIN: [   ] - [   ]
Enter employer's 9-digit EIN

Employer Name: [   ]

[Search] [Create New Search]

	Name	EIN	City	State	Phone
apply	Big Parts for Little Trucks	94-4922288	Pasadena	CA	888-655-4651
apply	Little Parts for Big Trucks	77-4749862	Pasadena	CA	888-165-1651

A total of 2 employer(s) were found.

- If you are an employer, the first page of the Form ETA 9035E, Step 1 of 5 - Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program page is displayed.

4. Read each section and complete the **Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page by selecting the appropriate radio response buttons.

5. Click Next. The second page of the **Form ETA 9035E**, **Step 2 of 5**, is displayed. If you are a registered user, then Section A, *Employer Business Identification*, is pre-populated with your employer data.

Step - 2 of 5
FORM ETA 9035E

Please enter the appropriate information below regarding your LCA. Required fields are marked with an asterisk (*). Once you have completed this portion of the form, please click 'Next' to continue to the next step in processing. If you do not wish to complete this form, click 'Cancel'.

A. Employer Business Identification

EIN Number:	39-9393939
Full Legal Name:	Apple Corp
Address:	900 Seneca Dr
City:	Silicon Valley State: MD
Zip/Postal Code:	39393-7777
Phone:	(777) 939-9393 ext:93939

6. In Section B, *Rate of Pay:*

- Enter the **Wage Rate** to be paid to the employee and the period to which the rate applies. The wage rate cannot be less than 95% of the prevailing rate for the employment location.
- Enter the maximum rate that could be paid for this position in the **Rate Up To** field.
- If the position is part-time, select **Yes** from the **Part-time** drop-down menu. If the position is full-time, select **No**.

B. Rate of Pay

Wage Rate: * [   ] ? Rate is Per:* [▼] ? Part-time:* [▼] ?

Rate Up To: [   ]

Please Note: Part-time hours worked by nonimmigrant(s) will be in the range of hours stated on INS Form(s) I-129.

7. In Section C, *Period of Employment and Occupation Information:*

- Enter the **Begin Date** and **End Date** of the employment (in mm/dd/yyyy format.). End Date cannot be more than three years past the Begin Date.
- Enter the number of H-1B Nonimmigrants needed (the maximum number you can enter is 999) in the **Number of H-1B Nonimmigrants** field.
- Enter the appropriate three-digit numerical occupational code in the **Occupation Code** field. If you do not know the appropriate code, click the Occupational codes hyperlink to display a lookup table of codes.
- Enter the job title for this occupation in the **Job Title** field.

8. In Section D, *Work Location for the H-1B Nonimmigrants*:

- Enter the **City** and select the **State** code for the location where the nonimmigrant employees will perform their duties.
- Enter the pertinent rate of pay information for the **Prevailing Wage** fields for similar types of positions in the location.
- From the Wage Source drop-down list, select the source used to determine the prevailing wage. If the wage source you select is **Other**, name the source and enter the publication year for the source. If the system cannot verify the wage source, the LCA cannot be certified and must be reviewed by an DOL Analyst.

9. Section D(a), *Additional or Subsequent Work Location*, is an optional section.

10. Click **Next** to validate all entries and display the third screen of **Form ETA 9035E**.

11. In Section E, *Employer Labor Condition Statement*, review the referenced cover pages then click **Yes** to agree to the condition statements and continue adding your LCA.

12. In Section F, *Additional Employer Labor Condition Statements*, review the referenced cover pages then click the option in Subsection 1 that applies to you (either option **A, B,** or **C**.) If you select option **B**, then you must also read the information in Subsection 2 and click **Yes** to continue.

13. In Section G, *Public Disclosure Information*, click the radio button corresponding to the physical location where you will store your public disclosure information.

14. Click [Next] to validate all entries and display the fourth screen of **Form ETA 9035E**.

15. In Section H, *Declaration of Employer*, enter the **First Name, Last Name**, **Middle Initial**, and **Title** of the employer.

16. In Section I, *Contact Information*, the **Employer Contact** information in the "Employer Data" tab is pre-populated as the Contact Information. Edit any incorrect information displayed in these fields.

17. Enter your email address in the **Email Address** field. You must enter this information in case the LCA has to be reviewed by a DOL Analyst. Registered users *must* enter their email address if they are placing the LCA "On Hold."

18. Read the **Fraud Statement**.

Response Method

When your LCA is in a pending status because the wage source must be reviewed by a DOL Analyst, you must enter your email address for receiving your certification or denial for the LCA submitted.

Email Address: [   ]

Fraud Statement

The fraudulent making of Form ETA 9035 or 9035E, or the submission of the Form with false statement(s) or misrepresentation(s) can lead to civil or criminal prosecution, fine or imprisonment, or both, under 18 U.S.C. 1001, 18 U.S.C. 1546, or other provisions of law.

[Previous] [Preview] [Hold] [Submit] [Cancel]

19. If you want to view the completed LCA and verify its accuracy before submitting it, click [Preview].

20. If you want to scroll though the forms to make any needed corrections, click [Previous] and click [Next] when you are completed with those forms and want to move forward to **Step 4 of 5**.

21. If you are a registered user, and you want to place the LCA on hold before submitting it (in case you wish to discuss the LCA with the employer prior to submission), click [Hold]. By doing so, you have the ability to **save** and **send** the LCA to the employer for review. The LCA will be placed on Hold for 20 calendar days; after that time, the LCA will be purged from the system if it has not been submitted or placed on Hold again. The registered user may place the LCA on Hold multiple times, which resets the 20-day limit each time it is placed on Hold. See pages 35-36 for detailed information about placing an LCA on Hold multiple times.

22. Click [Submit] when you are satisfied that all data is entered correctly. Your LCA is automatically processed by the system. You will be notified immediately if your LCA has been certified, denied, or is pending wage source review. This decision is based on the information that you have entered.

Certified? If the LCA is certified and certification is received:

- Print, sign, and date a hardcopy of the LCA (see *Step 23* below).
- Maintain a hardcopy of the LCA for your records.
- Send one signed and dated hardcopy to INS to obtain a visa petition.

Denied? If the LCA is denied, print a hardcopy of the LCA and retain it for your files. The following are reasons for denial:

- The wage rate from rate of pay is not equal to the minimum wage.
- The wage offered is less than 95% of the prevailing wage in item D.2, first work location.
- The wage offered is less than 95% of the prevailing wage in item D(a)2, second work location.
- The Employer Labor Condition Statements are not agreed to.
- The Additional Employer Labor Conditions – Subsection 2 - are not agreed to.

Pending? If the LCA is pending wage source review, the system will inform you that your LCA has been put in pending status. The LCA is in a pending status because the other wage source entered in Section D of the application needs to be reviewed or verified by an Analyst.

The fifth screen of **Form ETA 9035E** is displayed.

> **Note:** If your LCA was denied, placed on hold, or put in pending status, you will only see Print (not Print & Sign) on the fifth screen of the Form ETA 9035E.

23. Click [Print&Sign image] (if your LCA was certified) or [Print image] (if your LCA was denied, placed on hold, or put in pending status) to print a hardcopy of your LCA.

Searching and Listing LCAs

1. If you are not logged in, follow the instructions provided in Chapter 2 (Accessing the System as a Registered User), p.13, of this *User Guide*, then proceed to step 2. If you are logged in, proceed to step 2.

2. Select the [MY LCA] tab. The **Search LCAs** page is displayed by default.
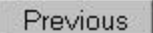
3. Enter search criteria data in the **Search LCAs** page's fields.

- You can manually type a date range in the **Date Submitted** fields (in mm/dd/yyyy format), or you can click the associated calendar icons to display the calendar and select a date on the calendar to auto-populate the **Date Submitted** fields.

- Click ☒ in the upper right-hand corner of the **Calendar** window to close the window.

4. Click Search . The Search Results list is displayed.
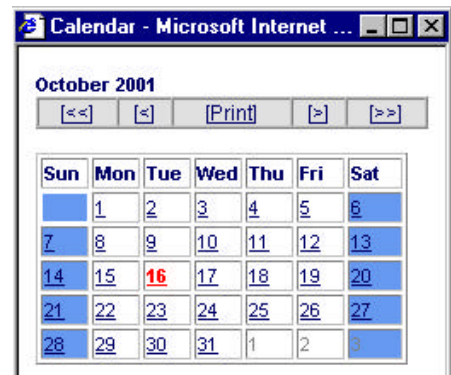
> **Note**: The search results table also displays the total number of records found. The maximum number of records displayed on the page is 20. To view additional records, click Next . To go back to records on previous pages, click Previous .

5. To sort the search results, click the column headers, i.e. **Date Submitted**, **Case Number**, **EIN**, **Employer Name**, **Job Title**, or **Status**.

Viewing, Printing, and Reusing LCAs

1. Follow the instructions provided in the previous section of this *User Guide* to search LCAs, then proceed to step 2.

2. Click **view** next to an LCA in the list to display the LCA's information for review. The **LCA View** window is displayed.

3. When you are finished reviewing the LCA, click ⊠ in the upper right-hand corner of the **LCA View** window to close the window.

> **Note**: You should close the LCA View window after viewing an LCA. This is important because the system will open a new window each time you view an LCA, and you could run out of system resources if you do not close windows that are not needed anymore.

4. Click **print** to display the LCA in Adobe Acrobat. To print the Labor Condition Application, you must have Adobe Acrobat Reader 4.0 or higher installed on your computer.

5. Click **reuse** to create a new LCA that is pre-populated with data copied from the current LCA record. The following dialog window is displayed:
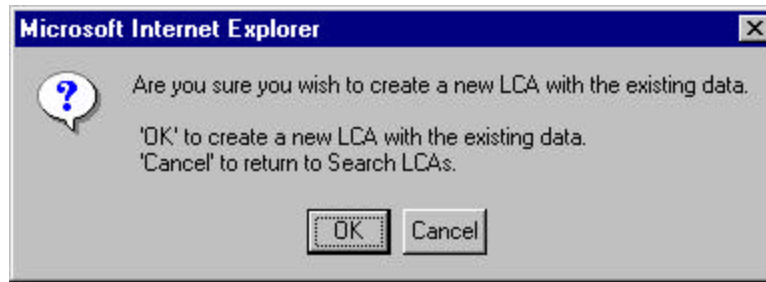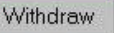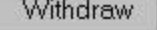
6. Click ![OK]. The **Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page is displayed. Follow the instructions provided in Chapter 5 (<u>Adding a New LCA</u>), p.28, of this *User Guide* to create a new LCA.

Withdrawing an LCA

The registered user may elect to withdraw an LCA from the DOL database.

1. Follow the instructions provided in the **Searching and Listing LCAs** section of this *User Guide* to search LCAs, then proceed to step 2.

2. On the **Search LCAs** results page, check the box in the **Withdraw** column next to an LCA.

Withdraw	Action	Date Submitted	Case Number	EIN	Employer Name	Job Title	Status
☐	reuse view print	03/06/2002	I-02065-0004398	83-8383838	Dell Electronics	Sr. Chemical Engineer	Certified
☐	reuse view print	03/11/2002	I-02070-0004434	28-2828282	28th Client	manager	Certified
☐	reuse view print	03/11/2002	I-02070-0004438	12-3456789	ABC Corporation	Stock Broker (Entry Level)	Denied
☐	reuse view print	03/11/2002	I-02070-0004441	12-3456789	ABC Corporation	Financial Advisor	Denied
☐	reuse view print	03/11/2002	I-02070-0004442	12-3456789	ABC Corporation	Account Executive	Denied
☐	reuse view print	03/11/2002	I-02070-0004443	12-3456789	ABC Corporation	Stock Broker (Entry Level)	Denied
☐	reuse view print	03/11/2002	I-02070-0004445	12-3456789	ABC Corporation	Sales Agent	Denied

3. Select ![Withdraw] to remove the LCA from the list of searchable LCAs. After LCA withdrawal, a user may not be able to access the LCA.

The **Withdraw LCA Cases** page is displayed.

Withdraw LCA Case(s)

LCA Case Number:	I-02109-0008156	**Status:**	Denied
Email:	*		

Save   Cancel

4. Enter the email address to which you'd like the withdrawal confirmation sent, and click [Save] to submit the withdrawal request. A note that the LCA was successfully withdrawn is displayed.

5. Select [Done] to return to the **Search LCAs** page.

Placing an LCA On Hold

As mentioned in Step 21 of the Adding a New LCA section of this chapter, the registered user may place an LCA on Hold more than once. If the user places an LCA on Hold, he has 20 calendar days to either submit the LCA for certification or continue it in Hold status, before the LCA is purged from the system. Each time the LCA is put in Hold status, the user will have another 20 calendar days to submit the LCA or continue to place it in Hold status.

1. To search for and reuse an LCA that has been previously entered into the system, follow the instructions given in the previous two sections of this chapter (Searching and Listing LCAs and Viewing, Printing, and Reusing LCAs).

2. Navigate through Steps 1-5 of the LCA submission process as described in the Adding a New LCA section (pages 24-31) of this chapter. Make any necessary modifications to the LCA, such as the **Period of Employment Begin** and **End Dates** in the **Step 2 of 5** page.

> **Note**: If the previous Begin Date of the LCA occurred *before* the present date, you must re-enter a date *later* than the present date.

C. Period of Employment and Occupation Information

Begin Date:	* 07/01/0002 ❓ End Date:* 12/31/0004 ❓
	Enter begin and end date in the correct format (mm/dd/yyyy)
No. of H-1B Nonimmigrants:	* 10
Occupation Code:	* 123
	Look up **Occupational codes.** ❓
Job Title:	* Help Desk ❓

3. Make any other modifications to the LCA as needed.

4. At Step 4 of the LCA submission process, select the ⬚Hold⬚ button. The **Step 5 of 5** page is displayed, notifying you of the date the LCA was placed on Hold and the date it will be purged from the system if no further action is taken.

5. Repeat Steps 1-4 every time you need to place an LCA On Hold.

PROCESSING A BATCH OF LCAS

If you are an employer with multiple positions to fill using the Labor Condition Application, or you are an agent/attorney with multiple clients' LCAs to process, you may be able to upload a batch of LCAs to submit them in bulk and search for batch-submitted LCAs. To use this feature, you *must* be able to generate comma-delimited files (using third-party software) that contain the requisite LCA submission information. If you do **not** have many LCAs to submit, or use the system infrequently, the **Process Batch LCAs** feature may not be of use to you.

To use the batch processing features of the LCA Online System, you must be a registered system user, and you must send an email to LCAHelp@doleta.gov requesting to use the Batch Processing Feature. When you have been granted access, you will receive an email confirmation sent to the email address that you provided in your user profile letting you know that permission to do batch processing has been granted.

Uploading a Batch of LCAs

1. Follow the instructions provided in the previous chapter of this *User Guide* (p. 35) to search LCAs, then proceed to step 2.

2. On the **My LCA** page, select the ┃ PROCESS BATCH LCAs tab. The **Process Batch LCAs** page is displayed.
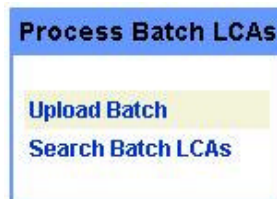
3. Read the instructions on the page. Click on the **here** link to see a detailed description of the text file format you must use to submit batched LCAs. The **File Format for Batch Processing of LCAs** page is displayed.

DATA COLUMNS	DATA TYPE	FORMAT	REQUIRED	ABBREVIATION TO USE
Employer's Name	Char (29)		Yes	Y=Yes, N=No
Address 1	Char (29)		Yes	
Address 2	Char (29)		No	
Employer's City	Varchar (20)		Yes	
Employer's State	Char (2)		Yes	
Zip Code	Number (5)		Yes	
EIN Number	Number (9)	########	Yes	
Phone no	Number (10)		Yes	
Phone ext.	Number (4)		No	
Wage Rate	Number (7.2)	######.##	Yes	
Rate up to	Number (7.2)	######.##	No	
Rate is per	Number (1)		Yes	1=Year, 2=Month, 3=2 Weeks, 4=Week, 5=Hour
Part-time	Char (1)		Yes	Y=Yes, N=No
Begin Date	Date	mm/dd/yyyy	Yes	

4. To see an example of the necessary file format, select the **here** hyperlink in the second sentence of the page instructions. The **Example: Text File for Batch Processing of LCAs** page is displayed.

Example: Text File Format for Batch Processing of LCAs

For each LCA you submit using the batch processing feature, the LCA must be formatted as follows:

ABC Corporation,123 2nd Street, Suite 10, Boston, MA,20123,123456789,6175554343, 8901,100,120,5,N,04/14/2002,04/14/2004,250,2,Account Executive,Boston,MA,105,5,1,,,,,,,,,Y,A,Y,1, Collins,M,Doe,HR Manager,Sharon,A,Smith,6175555979,4464

ABC Corporation,123 2nd Street, Suite 10, Boston, MA,20123,123456789,6175554343,8901,20,22, 5,N,04/01/2002,04/01/2004,250,2,Stock Broker (Entry Level),Charlotte,NC,20.50,5,1,,,,,,,,,Y,A,Y,1, Collins,M,Doe,HR Manager,Sharon,A,Smith,6175555979,4464

ABC Corporation,123 2nd Street, Suite 10, Boston, MA,20123,123456789,6175554343,8901,30000,32000, 1,N,05/01/2002,04/30/2005,250,1,Associate,Boston,MA,30500,1,3,2001,My Own Survey,,,,,,,Y,A,Y,1,Collins,M,Doe,HR Manager,Sharon,A,Smith,6175555979,4464

ABC Corporation,123 2nd Street, Suite 10, Boston, MA,20123,123456789,6175554343,8901,20,22,5,N,04/14/2002,04/14/2004,250,3,Sales Agent,Miami,FL,20.50,5,1,,,,,,,,,Y,A,Y,1,Collins,M,Doe,HR Manager,Sharon,A,Smith,6175555979,4464

ABC Corporation,123 2nd Street, Suite 10, Boston, MA,20123,123456789,6175554343,8901,10,12,5,N, 03/14/2002,03/14/2004,250,1,Financial Advisor,New York,NY,10.50,5,1,,,,,,,,,Y,A,Y,1,Collins,M,Doe, HR Manager,Sharon,A,Smith,6175555979,4464

5. To return to the batch-processing page, select the **here** hyperlink near the bottom of the page. The **Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program via Batch Processing** page is displayed.

> **Note:** In order to use the **Batch** feature, you *must* be able to generate a comma-delimited file (.CSV file format, using third-party software such as Notepad or WordPad) that contains the requisite LCA submission information.

6. Read the Terms and Conditions for submitting LCAs, select the appropriate responses (Yes or No), and select [Accept] to agree to the terms and conditions, and continue. The **Upload Batch** page is displayed.

7. Enter the path and file name of the **Data File** to upload or click the [Browse...] button to access your computer's file system to search for the file that contains the batch of LCA data files.

If you use the **Browse** feature, a pop-window displaying the contents of your file system will appear.

When you have located the file to upload, click the [Open] button on the browse window. The browse window will disappear and the file name will be entered into the **Data File Name** field on the **Upload Batch** page.

> **Important Notes:**
>
> The text file extension must be **.csv** (comma-separated value) to upload the file for batch processing.
>
> The size of the text file you submit cannot exceed 54KB (about 100 LCAs) in size.

> The text file must be formatted using the **File Format for Batch Processing of LCAs**.

8. Click the [Upload] button. The **Upload Batch** page is redisplayed noting that the data file has been successfully uploaded.

> **Upload Batch**
>
> The data file has been successfully uploaded.
> The batch number is 100. This is the number that you should use to check the status of LCAs submitted.

Searching Batched LCAs

1. Follow the instructions provided in the previous chapter of this *User Guide* (p. 35) to search LCAs, then proceed to step 2.

2. On the **My LCA** page, select the | PROCESS BATCH LCAs tab. The **Process Batch LCAs** page is displayed.

3. Click the **Search Batch LCAs** link. The **Search Batch LCAs** page is displayed.

> **Note:** You must wait 1-2 hours after submitting a batch file of LCAs to search for the cases processed by the system. If you attempt to search for the recently submitted batched LCAs, you may receive a system error message.

> **Search Batch LCAs**
>
> Batch Number: [   ]
>
> Date Submitted: [   ] 🗓 to [   ] 🗓
> Enter date submitted in the following format (mm/dd/yyyy).
>
> [Search]   [Create New Search]

4. Enter search criteria data in the **Search Batch LCAs** page's fields.

   - You can manually type a date range in the **Date Submitted** fields (in mm/dd/yyyy format), or you can click the associated calendar icons to display the calendar and select a date on the calendar to auto-populate the **Date Submitted** fields.
   - Click ⊠ in the upper right-hand corner of the **Calendar** window to close the window.

> 🖉 Calendar - Microsoft Internet ... _ ☐ ☒
>
> **October 2001**
>
> [<<]   [<]   [Print]   [>]   [>>]
>
> | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
> |-----|-----|-----|-----|-----|-----|-----|
> | | 1 | 2 | 3 | 4 | 5 | 6 |
> | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
> | 14 | 15 | **16** | 17 | 18 | 19 | 20 |
> | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
> | 28 | 29 | 30 | 31 | 1 | 2 | 3 |
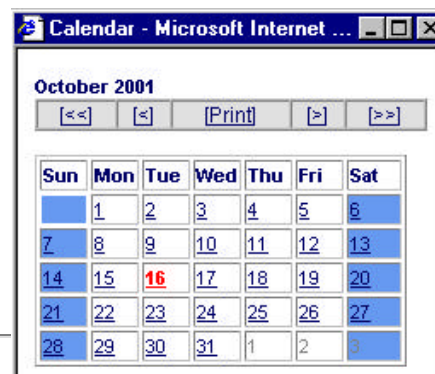
5. Click ![Search]. The Search Results list is displayed.

Search Batch LCAs

Batch Number: [   ]

Date Submitted: [01/06/2002] 📅 to [01/29/2002] 📅
Enter date submitted in the following format (mm/dd/yyyy).

[Search]　[Create New Search]

Batch Number	Submitted Date/Time	Process Date/Time	Certified LCA Count	Denied LCA Count	Pending LCA Count	Unprocessed
342	01/07/2002 01:17:28 PM	01/07/2002 01:23:02 PM	0	3	0	2
377	01/09/2002 02:46:20 PM	01/09/2002 02:46:20 PM	0	2	0	0
A total of 2 batch record(s) were found.						

	Batch Number	Date Submitted	Case Number	EIN	Job Title	Status
view print	342	01/07/2002	I-02007-0003951	44-4444444	Network ENGR	Denied
view print	342	01/07/2002	I-02007-0003952	12-3456789	Help Desk	Denied
view print	342	01/07/2002	I-02007-0003953	00-0000000		Denied
view print	377	01/09/2002	I-02009-0004009	44-4444444	S/W ENGR	Denied
view print	377	01/09/2002	I-02009-0004010	44-4444444	Network ENGR	Denied
A total of 5 LCA record(s) were found.						

> **Note:** The search results table also displays the total number of records found. The maximum number of records displayed on the page is 20. To view additional records, click ![Next].

6. To sort the search results, click the column headers, i.e. **Batch Number, Date Submitted, Case Number, EIN, Job Title,** or **Status**.

7. The system will generate an error message listing LCAs that were not processed correctly. To view the unprocessed LCAs (if any) associated with a batch of submitted LCAs, click the number in the **Unprocessed** column associated with a specific **Batch Number.** The **Unprocessed Batch LCAs** page is displayed.

Unprocessed Batch LCAs

Batch No: 342   Date Uploaded: 01/07/2002   Uploaded By User: Benji Franklin

Data:	4,G,3,Corp5,123 River Road,,Potomac,MD,22180-1234,55544433322,7035603326,3401,3333333345.5777,80.5,C2 N,02/15/2002,12/31/2003,1234,56789,S/W ENGR,VIE 45.5,123,23,23123,NOTHING,ATLANTA,GA,-40.5,123,24,200122,NOTHING,Y,A,Y,1,SUBAPRIYA,,KANDASAMY,INSPECTOR,MOHANRAJ,Z,PALANISWAMY,3018037022,340
Error Message:	Record 2: Rejected - Error on table H1BTEMP. ORA-06502: PL/SQL: numeric or value error: number precision too large(ein_number:55544433322); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_rate:3333333345.5777); ORA-06502: PL/SQL: numeric or value error: character to number conversion error(rate_is_per:C2); ORA-06502: PL/SQL: numeric or value error: number precision too large(occupational_code:1234); ORA-06502: PL/SQL: numeric or value error: number precision too large(number_of_h1_b_nonimmigrants:56789); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_is_per_1:123); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_source_1:23); ORA-06502: PL/SQL: numeric or value error: number precision too large(year_source_published_1:23123); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_is_per_2:123); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_source_2:24); ORA-06502: PL/SQL: numeric or value error: number precision too large(year_source_published_2:200122);
Data:	12,789,Y,,123 CHAINBRIDGE ROAD 8888888888888888888888888888888888888888,#412,SILVERSPRING,VA,22180788,555555555RRRR,7035603326,3401,3333333345.5777,80.5,1,N,07/01/2002,12/31/2003,12 ENGR,VIENNA,VA,-45.5,1,1,2001,NOTHING,ATLANTA,GA,-40.5,1,1,2001,NOTHING,Y,A,Y,1,SUBAPRIYA,,KANDASAMY,INSPECTOR,MOHANRAJ,Z,PALANISWAMY,3018037
Error Message:	Record 5: Rejected - Error on table H1BTEMP. ORA-06502: PL/SQL: numeric or value error: character string buffer too small(condition_a:12); ORA-06502: PL/SQL: numeric or value error: character string buffer too small(condition_b:789); ORA-06502: PL/SQL: numeric or value error: character string buffer too small(address_1:123 CHAINBRIDGE ROAD 8888888888888888888888888888888888888888); ORA-06502: PL/SQL: numeric or value error: character to number conversion error(ein_number:555555555RRRR); ORA-06502: PL/SQL: numeric or value error: number precision too large(wage_rate:3333333345.5777);

8. Click the ⬑ (Back) button on your browser to return to the **Search Batch LCAs** page.

Viewing and Printing Batched LCAs

1. Follow the instructions provided in the previous section of this *User Guide* to search batched LCAs, then proceed to step 2.

2. Click **view** next to an LCA in the lower search results list to display the LCA's information for review. The **LCA View** window is displayed.

3. When you are finished reviewing the LCA, click ❌ in the upper right-hand corner of the **LCA View** window to close the window.

> **Note:** You should close the **LCA View** window after viewing an LCA. This is important because the system will open a new window each time you view an LCA, and you could run out of system resources if you do not close windows that are not needed anymore.

4. Click **print** to display the LCA in Adobe Acrobat. To print the Labor Condition Application, you must have Adobe Acrobat Reader 4.0 or higher installed on your computer.

SUBMITTING AN LCA (NON-REGISTERED USERS)

You can use the Department of Labor LCA Online System to submit an LCA online without registering into the system. After submitting your LCA, you will receive immediate notification of whether your application has been certified, denied, or is pending. You can also view and print your LCA form.

1. Click **[Apply — Apply now, without registering.]** on the **LCA Online System Home Page**. The first page of the **Form ETA 9035E, Step 1 of 5 - Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page is displayed.

2. Read each section and complete the **Electronic Filing of Labor Condition Applications for the H-1B Nonimmigrant Visa Program** page by selecting the appropriate radio response buttons.

3. Click **Next**. The second page of the **Form ETA 9035E, Step 2 of 5**, is displayed.

4. In Section A, *Employer Business Identification:*

- Enter the **EIN Number** of the employer. The EIN is a nine-digit federal identification number assigned to each employer in the United States.
- Enter the employer's **Full Legal Name.**
- Enter the employer's address in the **Address** field(s).
- Enter the **City** and select the **State** where the employer is located.
- Enter the employer's **Zip or Postal Code**.
- Enter the primary **Phone Number** where the employer can be reached.

Step - 2 of 5
FORM ETA 9035E

Please enter the appropriate information below regarding your LCA. Required fields are marked with an asterisk (*). Once you have completed this portion of the form, please click 'Next' to continue to the next step in processing. If you do not wish to complete this form, click 'Cancel'.

A. Employer Business Identification

EIN Number:	* [ ] - [ ] ❷ Enter employer's unique 9-digit identification number
Full Legal Name:	* [ ] ❷
Address:	* [ ] ❷
	[ ]
City:	* [ ] State: * [▼]
Zip/Postal Code:	* [ ] - [ ]
Phone:	* [ ] - [ ] - [ ] ext: [ ] ❷

5. In Section B, *Rate of Pay:*
   - Enter the **Wage Rate** to be paid to the employee and the period to which the rate applies. The wage rate cannot be less than 95% of the prevailing rate for the employment location.
   - Enter the maximum rate that could be paid for this position in the **Rate Up To** field.
   - If the position is part-time, select **Yes** from the **Part-time** drop-down menu. If the position is full-time, select **No**.

B. Rate of Pay

Wage Rate:	* [ ] ❷ Rate is Per:* [▼] ❷ Part-time:* [▼] ❷
Rate Up To:	[ ]
	Please Note: Part-time hours worked by nonimmigrant(s) will be in the range of hours stated on INS Form(s) I-129.

6. In Section C, *Period of Employment and Occupation Information:*

- Enter the **Begin Date** and **End Date** of the employment (in mm/dd/yyyy format.). End Date cannot be more than three years past the Begin Date.
- Enter the number of H-1B Nonimmigrants needed (the maximum number you can enter is 999) in the **Number of H-1B Nonimmigrants** field.
- Enter the appropriate three-digit numerical occupational code in the **Occupation Code** field. If you do not know the appropriate code, click the Occupational codes hyperlink to display a lookup table of codes.
- Enter the job title for this occupation in the **Job Title** field.

7. In Section D, *Work Location for the H-1B Nonimmigrants*:

- Enter the **City** and select the **State** code for the location where the nonimmigrant employees will perform their duties.
- Enter the pertinent rate of pay information for the **Prevailing Wage** fields for similar types of positions in the location.
- From the Wage Source drop-down list, select the source used to determine the prevailing wage. If the wage source you select is **Other**, name the source and enter the publication year for the source. If the system cannot verify the wage source, the LCA cannot be certified and must be reviewed by an Analyst.

8. Section D(a), *Additional or Subsequent Work Location*, is an optional section.

D(a). Additional or Subsequent Work Location (optional) ❓

City:	[ ] State: [▼]
Prevailing Wage:	[ ] Wage is Per: [▼]
Wage Source:	[▼]
Year Other Wage Source Published:	[ ]
Other Wage Source:	[ ]

[Previous] [Next] [Cancel]

9. Click [Next] to validate all entries and display the third screen of **Form ETA 9035E**.

10. In Section E, *Employer Labor Condition Statement*, review the referenced cover pages then click **Yes** to agree to the condition statements and continue adding your LCA.

Step - 3 of 5
FORM ETA 9035E
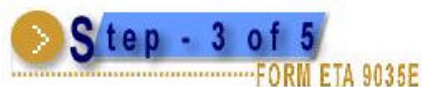
E. Employer Labor Condition Statement ❓ **Cover Pages**

Please Note: In order for your application to be processed, you MUST read section E of the Labor Condition Application cover pages under the heading "Employer Labor Condition Statements" and agree to all four labor condition statements summarized below:

(1) Wages: Pay nonimmigrants at least the local prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time. Offer nonimmigrants benefits on the same basis as U.S. workers.

(2) Working Conditions: Provide working conditions for nonimmigrants which will not adversely affect the working conditions of US workers similarly employed.

(3) Strike, Lockout, or Work Stoppage: No strike or lockout in the occupational classification at the place of employment.

(4) Notice: Notice to union or to workers at the place of employment. A copy of this form to H-1B workers.

I have read and agree to Employer Labor Condition Statement 1,2,3, and 4 as set forth in Section E of the Labor Condition Application Cover Pages. ○ Yes ○ No

11. In Section F, *Additional Employer Labor Condition Statements*, review the referenced cover pages then click the option in Subsection 1 that applies to you (either option **A, B,** or **C**.) If you select option **B**, then you must also read the information in Subsection 2 and click **Yes** to continue.

F. Additional Employer Labor Condition Statements Cover Pages

Please Note: In order for your application to be processed, you MUST read this Section F "Additional Employer Labor Condition Statements" and choose one of the three alternitives (A,B, or C) listed below in Subsection 1. If you mark Alternitive B, you MUST read Section F-Subsection 2 of the cover pages under the heading "Additional Employer Labor Condition Statements" and indicate your agreement to all three additional statements summarized below in Subsection 2.

Subsection 1

Choose ONE of the following three alternatives:

A ○ Employer is not H-1B dependent and is not a willful violator.

B ○ Employer is H-1B dependent and/or a willful violator.

C ○ Employer is H-1B dependent and/or a willful violator BUT will use this application ONLY to support H-1B petitions for exempt nonimmigrants.

Subsection 2

If Alternative B in Subsection 1 is marked, the following Additional Labor Condition Statements are applicable:

A. Displacement: Non-displacement of the U.S. workers in employer's work force;

B. Secondary Displacement: Non-displacement of U.S. workers in another employer's work force; and

C. Recruitment and Hiring: Recruitment of U.S. workers and hiring of U.S. worker applicant(s) who are equally or better qualified than the H-1B nonimmigrant(s).

I have read and agree to Additional Labor Conditional Statements 2 A, B, and C: ○ Yes   ○ No

12. In Section G, *Public Disclosure Information*, click the radio button corresponding to the physical location where you will store your public disclosure information.

G. Public Disclosure Information

Public disclosure information will be kept at:

○ Employer's principal place of business
○ Place of Employment

Previous   Next   Cancel

13. Click [Next] to validate all entries and display the fourth screen of **Form ETA 9035E**.

Step - 4 of 5
FORM ETA 9035E

H. Declaration of Employer
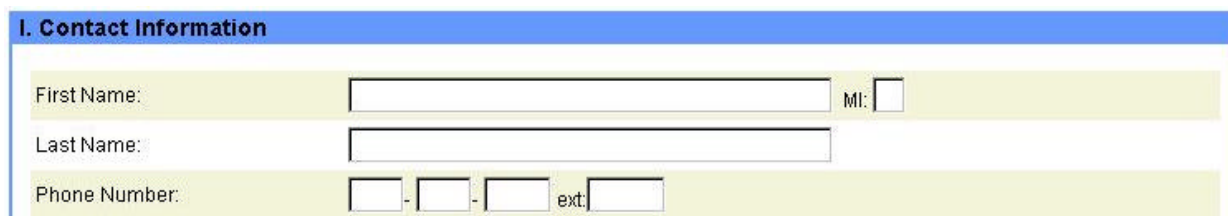
First Name: * [   ] MI: [ ]
                     First Name of Hiring or other Designated Official

Last Name: * [   ]
                     Last Name of Hiring or other Designated Official

Title: * [   ]
                     Hiring or Other Designated Official Title

14. In Section H, *Declaration of Employer*, enter the **First Name, Last Name**, **Middle Initial**, and **Title** of the employer.

15. Section I, *Contact Information* is optional.

16. Enter your email address in the **Email Address** field. You must enter this information in case the LCA has to be reviewed by a DOL Analyst.

17. Read the **Fraud Statement**.

18. If you want to view the completed LCA and verify its accuracy before submitting it, click **Preview**.

19. If you want to scroll though the forms to make any needed corrections, click **Previous** and click **Next** when you are completed with those forms and want to move forward to **Step 4 of 5**.

20. Click **Submit** when you are satisfied that all data is entered correctly. Your LCA is automatically processed by the system. You will be notified immediately if your LCA has been certified, denied, or is pending wage source review. This decision is based on the information that you have entered.

Certified? If the LCA is certified and certification is received:

- Print, sign, and date a hardcopy of the LCA (see *page 40* below).
- Maintain a hardcopy of the LCA for your records.
- Send one signed and dated hardcopy to INS to obtain a visa petition.

Denied? If the LCA is denied, print a hardcopy of the LCA and retain it for your files. The following are reasons for denial:

- The wage rate from rate of pay is not equal to the minimum wage.
- The wage offered is less than 95% of the prevailing wage in item D.2, first work location.
- The wage offered is less than 95% of the prevailing wage in item D(a)2, second work location.

- The Employer Labor Condition Statements are not agreed to.
- The Additional Employer Labor Conditions – Subsection 2 - are not agreed to.

Pending? If the LCA is pending wage source review, the system will inform you that your LCA has been put in pending status. The LCA is in a pending status because the other wage source entered in Section D of the application needs to be reviewed or verified by an Analyst.

The fifth screen of **Form ETA 9035E** is displayed.

> **Note**: If your LCA was denied or put in pending status, you will only see Print (not Print & Sign) on the fifth screen of the Form ETA 9035E.

Click ![Print&Sign] (if your LCA was certified) or ![Print] (if your LCA was denied or put in pending status) to print a hardcopy of your LCA.

PROVIDING FEEDBACK

The LCA Online System allows the user to provide feedback pertaining to any features, content, or functionality of the system. The DOL takes such feedback very seriously in its efforts to continually provide quality service to users of the LCA Online System.

Submitting a Website Evaluation

1. From any page on the **LCA Online System** website, select the [HOME] tab. The **LCA Online System User Home** page is displayed.

2. Select the **website evaluation** hyperlink in the **Alerts** window. The **Online Evaluation** page is displayed.

> **Note**: The Online Evaluation may look different than the one shown in this User Guide.

Online Evaluation

Evaluation	Poor	Marginal	Average	Good	Excellent
1. Content (Was the site information useful?)	○	○	○	○	○
2. Graphics (Were the site images useful and clear?)	○	○	○	○	○
3. Aesthetics (Was the site enjoyable to view and use?)	○	○	○	○	○
4. Originality (Was the site unique in its content and features?)	○	○	○	○	○
5. Ease of use (Did you find information easily?)	○	○	○	○	○
6. Speed (Did you find information quickly?)	○	○	○	○	○
7. Navigation (Was it easy to find your way through the site?)	○	○	○	○	○
8. Relevancy (Did the site information address your goals?)	○	○	○	○	○
9. Clarity (Was the information easy to understand?)	○	○	○	○	○
10. Satisfaction (Were you satisfied in using the site?)	○	○	○	○	○
11. If there was any area of our website that you found particularly interesting please let us know (with reasons, if possible) in the box.					
12. If you have any specific comments about our web pages or any suggestions for improvements that we can make, please let us know in the box.					
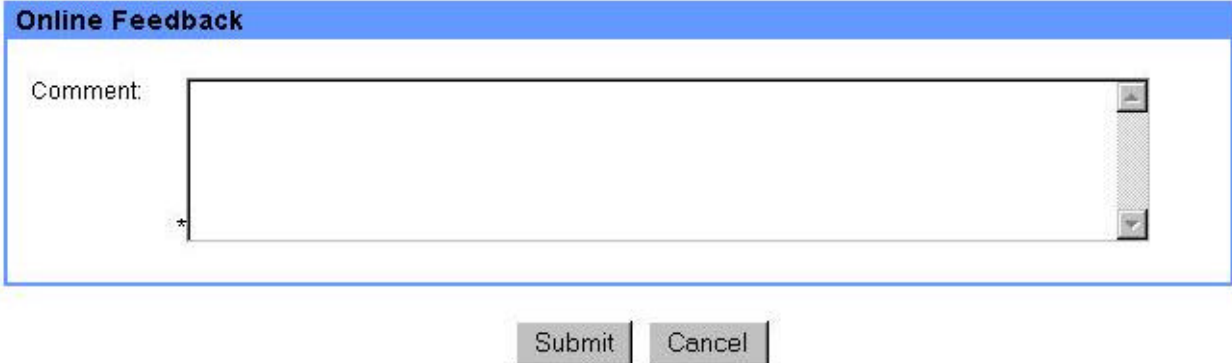
3. Read each question and select the response value you believe is appropriate. Enter any comments in the textboxes provided.

4. Select [Submit] when you have finished answering each evaluation question.
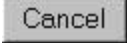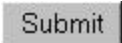
Submitting a Comment

1. From any page on the **LCA Online System** website, select the [HOME] tab. The **LCA Online System User Home** page is displayed.

2. Select the [SUBMIT COMMENT] tab. The **Online Feedback** page is displayed.

Online Feedback

Comment:

[   ]

[Submit] [Cancel]

3. Enter your comments in the **Comment** text field. Select [Cancel] to return to the **LCA Online User Home** page. Select [Submit] when you have completed your entry.

Thank you for your input.

OTHER USEFUL SYSTEM FEATURES

The LCA Online System includes hyperlinks to other useful sites, such as the Employment and Training Administration, Department of Labor, and Office of Workforce Security web sites. There are links to Department of Labor Regulations, Foreign Labor Certifications and Forms, Wage Information, Foreign Labor Contacts, and LCA Cover Pages:

REGULATIONS | CERTIFICATIONS | WAGE INFO | DOCUMENTS | CONTACT | COVER PAGES

Feel free to explore these sites by clicking the appropriate hyperlink you want to visit.

There are also hyperlinks to pages specific to the LCA Online System. These links include Home, FAQ, Online Help, and Privacy:

HOME | FAQ | ONLINE HELP | PRIVACY

Regulations

The **REGULATIONS** hyperlink includes detailed information regarding the Department of Labor Regulations Part 656. To research this information, simply scroll over the Subpart Names and click the topic of your choice.

Certifications

The **CERTIFICATIONS** hyperlink includes detailed information on available labor certifications within the United States. Each section describes the certification program and steps to file a request for labor certification, along with frequently asked questions and program regulations.

Wage Information

The **WAGE INFO** hyperlink is your source to research available data for a wage source determination. Included on this site are numerous links to search and download files individual state files, occupational codes, and coding notes along with a substantial amount of other useful documentation.

Documents

To view the most recent of Foreign Labor Certification Forms, click **DOCUMENTS**. You will be able to select your desired form and read it in either text format, or PDF format for larger documents. Keep in mind, you must have Adobe Acrobat Reader 4.0 or higher installed on your computer in order to view PDF files.

Contact

Click **CONTACT** to email a question or suggestion to the LCA Help staff. Clicking this link will generate an email message window in which you can write your question and send the note. The email message will go to LCAHELP@doleta.gov and will be answered in a timely manner.

Cover Pages

Before completing Form ETA 9035E, Labor Condition Application for H-1B Nonimmigrants, click **COVER PAGES** and read the cover pages. These cover pages and instructions contain full explanations of attestations you are required to make and are incorporated by reference into the form pages that you are required to complete and submit to the Education and Training Administration.

LCA Online System Home Page

To display the LCA Online System Home page, click **HOME**.

Online Help

Step-by-step instructions on how to use the system have been included to help you perform work tasks with ease. Print a hard-copy of the instructions to serve as a useful reference guide when you first start to use the system. It will help answer many of your questions, and you can refer back to it as needed. To view or print the instructions, click **ONLINE HELP**. You will need Adobe Acrobat version 4.0 or higher to view the Online Help file.

Privacy Information

To review information on Labor Certification privacy issues, click **PRIVACY**.

How Do I Obtain Technical Assistance?

If you experience problems with the system, please send an email to LCAHelp@doleta.gov. Include a detailed explanation of the problem you are experiencing, along with the urgency of your request for help. Also,

include a contact name and phone number of the person to call in case additional information is needed. An experienced technician will either respond to your email or contact you to discuss a solution over the phone.

Frequently Asked Questions (FAQs)

As the LCA Online System matures, the list of Frequently Asked Questions (FAQs) will be updated to ensure that questions and answers are presented to all system users in a timely manner. We recommend that you take the time to read over the FAQs periodically. To read the FAQs online, click FAQ .

In General

1Q. What are the advantages of processing my Labor Condition Application (LCA) via the Web?

A. Upon submission to the Department of Labor (DOL), your LCA(s) will be processed within minutes. For most LCAs, the acceptance/denial status is determined instantaneously, although the official response may be delayed.

2Q. What are the advantages of registering?

A. As a registered user, you will be able to post, view, and update your profile information without ever having to re-key this data. In addition, registration will allow you to track and view the status of submitted applications, display copies of accepted forms by case number, print previously submitted LCAs, and receive electronic notification of the status of your applications by e-mail. Employers will be able to do batch submission of LCAs and receive electronic notification of the status of their LCA(s) by e-mail also. You will also be allowed to resubmit a denied LCA for reprocessing based on the change(s) you make.

3Q. How important is the user name and password?

A. Once you become a registered user, your user name and password will allow you to gain authorized access to the LCA Online System for processing an LCA(s). As with all passwords, you should use discretion if you must share it with others to avoid possible submission of fictitious LCA(s) from your account. If you forget your user name and/or password, click "*If you forget your password and/or user name?*" hyperlink on the home page to have it automatically sent to you by e-mail to the address you provided in your profile information. Please be certain that this is the address you wish to have this information sent to. Otherwise, you may encounter a threatened situation were unauthorized users using the system on your behalf.

4Q. How long will it take to process my application(s)?

A. In most cases, your application(s) will be processed immediately upon submission. However, if the **Other Wage Source** you've indicated is unknown, additional time will be needed for a DOL Analyst to verify the wage source before certifying or denying your LCA. This verification process could take up to two days.

5Q. What do you need to file via the Web?

A. You must read the ETA 9035CP, cover pages, which contain the instructions for completing the on-line form. When applying for an LCA online, you must agree to the terms outlined in the ELECTRONIC FILING OF LABOR CONDITION APPLICATION FOR THE H-1B NONIMMIGRANT VISA PROGRAM. The Form ETA 9035E must be completed via the Web. Also, your computer must have Adobe's Acrobat Reader 4.0 or higher installed and be connected to a printer to generate the certified, denied, pending or hold LCAs.

6Q. How do I address the posting issue that is required for LCA?

A. You can print an LCA if it has been Certified, is Pending a determination, or you have placed it on Hold for later correction. You may begin the posting on the day the Form ETA 9035E was submitted. (See Question 19 for additional information on LCA that are in an holding or pending status).

7Q. What if I want to go to the Immigration and Naturalization Service (INS) Web site?

A. www.ins.usdoj.gov

Operational/Functional

8Q. What Browsers do you recommend when using the LCA Online System?

A. Since it is impossible to design the LCA Online System to work with every Browser, we developed and tested the system using the two most popular Browsers, Internet Explorer and Netscape. The LCA Online System works better with Internet Explorer 4x or higher and Netscape 4.7 or higher.

9Q. Why is it that Internet Explorer and Netscape Browsers perform differently when entering numeric data?

A. In Internet Explorer, a field such as the Employer's Identification Number (EIN) do not allow you to type in alpha characters entries and/or special characters, while Netscape 4.5 or 4.7 does allow these entries. Regardless of these differences, the system will automatically validate such entries and alert you to make the appropriate changes.

10Q. Will I be able to check the status of my LCA(s)?

A. Yes, you can check the status of your LCAs online if you are a registered user. Refer to the Online Help for detailed instructions on how to check the status of your LCA(s).

11Q. If I have submitted an LCA(s) using the LCAfax System, can I resubmit it online?

A. There is no need to submit your LCA twice. If you chose to use the LCAfax System, please allow time for your LCA to be processed instead of resubmitting it online. We strongly urge you to use the online system as your first method for submitting LCAs as you will receive a quicker response.

12Q. When ETA Form 9035E is being loaded, it takes a long time for the Web page to display. What do you recommend for faster uploading?

A. Many reasons can contribute to the length of time it takes for the Form ETA 9035E to load. Two prominent reasons include the number of users who are simultaneously generating the form and the connection speed of your modem. We recommend that you consider these factors when the form does not load quickly and patiently allow the form to be generated.

13Q. When the Form ETA 9035E has been printed, can I fax or mail this form for processing using the LCAfax System?

A. Absolutely not! The Form ETA 9035E is an electronic version of the form used for Web processing only. Once the electronic version is printed with a system-generated approval or denial status, the final determination is made. If certification was granted, you must sign and date the LCA, which may then be submitted to INS for a H-1B (I-129) petition. There is no reason to send this form to DOL for processing via the LCAfax System as no action will be taken.

14Q. Will I be able to submit batched copies of LCAs?

A. During Phase I of the implementation of the LCA Online System, the system will not allow you to process batched LCAs. You will be able to submit batched copies of LCAs in Phase II, which is scheduled to be released March 2002.

15Q. I might be required to submit multiple LCAs. Therefore, to avoid entering text that I have already entered, how should I process several LCAs?

A. As a registered user you can reuse any of your LCAs as the basis for another. This will pre-fill all the fields on steps 2 to 4 with the values you used on the previous LCA. You will have to mark the electronic submission section again. Please note that the begin date will most likely need to be changed as well.

16Q. If I accidentally lost my connection to the LCA Online System while entering data, is the data that I entered prior to this incident lost?

A. Yes, your data is lost and you must re-enter the data.

17Q. What if I do not know the three-digit Occupational Code for the job?

A. On Form ETA 9035E, Step 1 of 4, click the hyperlink, which is located beneath the "Occupation Code" field to view and/or print a list of occupational codes. Since this is not a complete list of codes, you may opt to use one of these codes or enter a code from the Dictionary of Occupational Titles or other source, such as O*NET. Since this would be a PDF file, you must have Acrobat Reader installed on your PC.

18Q. What if my LCA was denied and I wish to correct the LCA based on the list of denial reasons that were stated in the letter of determination. Can I resubmit the LCA with changes?

A. Yes. As a registered user, the LCA Online System allows you to reopen a denied LCA for correction and re-submission. To correct the LCA, you must first "Search for the LCA" using the ETA Case Number of the denied application, modify the application, and choose "Resubmit." The LCA will be processed with a new ETA Case Number and final determination.

19Q. What is the difference between an LCA on hold versus a pending status?

A. LCAs that have a hold status were placed on hold by an employer or his/her attorney. This allows them to review the LCA and gives them the ability to post the job opportunity for twenty days prior to final submission. While a pending status indicates the LCA s wage source information cannot be verified at the time of online submission. Therefore, it must reviewed by a DOL Analyst to determine whether it is valid or invalid. Once determined, a final determination for the LCA is made and submitted to the employer or attorney by email.

20Q. Can I place an LCA "On Hold" again after the 20-day Hold period has expired?

A. No. The system will not allow you to place an LCA "On Hold" after the 20-day Hold period has expired. The LCA will be purged from the system if it has not been submitted after the 20-day Hold period.

21Q. Can I place an LCA "On Hold" more than once?

A.   No. You can only place the LCA "On Hold" once. You will not be able to "go back" into the system during the 20-day Hold period and place the LCA on hold multiple times.

22Q. Is the Response Method a required entry?

A.   Yes. You must enter an e-mail address for the Response Method. This allows the system to automatically send a copy of "Pending" LCAs to you (see Question 19 for additional information on LCAs that are in a pending status). The e-mail address is required if the LCA must be reviewed by a DOL Analyst for the wage source (if found unknown by the system). The e-mail address you enter is the address the LCA will be delivered to. Therefore, be sure that the e-mail address you indicate is the actual one you wish to receive your LCA(s).

23Q. Can I save a copy of the LCA to my hard drive, a network drive, or disk? And, what are the advantages of doing this?

A.   Yes. The LCA can be saved using any of those mediums, while displayed in the Acrobat Reader, select the "Save" icon (the disk image from Acrobat Reader), choose a file location from the "Save As" text box, enter a file name, and select "Save." You must have Acrobat Reader installed on your PC in order to view your LCA.

The advantage of saving an LCA is to allow the attorney/agent to send Form ETA 9035E to the employer by e-mail to review and then submit the LCA when the employer has given final approval. In addition, it addresses the posting issue for LCAs by allowing users to create a copy of the LCA that they can use for posting purposes until they are ready to submit the LCA. **NOTE: This saved Acrobat file cannot be sent to DOL for processing. It is a file copy only.**

24Q. What happens when I am setting up my user profile information and the username already exist?

A.   The system will alert you that the user name exists and to enter a different user name in order to continue.

25Q. What should I do if I wish to see the entire LCA from the Browser when completing the LCA online?

A.   Change your screen display to 1024x768.

26Q. Why aren't I notified when I make an error while completing the LCA online?

A.   If JavaScript is not enabled on your Browser, you will not get the pop-up messages.

To enable JavaScript by using Internet Explorer (IE):

1. From the IE menu, choose Tools, Internet Options 2. Click the Security tab
3. Click Yes to change the security setting for the zone
4. Click Custom Level
5. In the setting box, scroll down the list and select Scripting
6. Choose Enable
7. Click OK

Once complete, it is recommended that you delete temporary Internet files and clear links to pages you have visited by:

8. From the IE menu, choose Tools, Internet Options
9. From the General tab, click Delete Files
10. Click OK
11. Click Clear History
12. Choose Yes
13. Choose OK to accept the settings

To enable JavaScript in Netscape:

14. From the Netscape menu, chose Edit, Preferences
15. Click Advance in the category box
16. Click Enable JavaScript to check this option
17. Click OK to accept settings

We highly recommend that you also clear the history. To do so:

18. From the Netscape menu, choose Edit, Preferences
19. Click Clear History, choose OK.

Also, you should clear the memory cache as well. To do so:

20. From the Netscape menu, choose Edit, Preferences
21. Click Advance in the category box
22. Click Clear Memory Cache
23. Choose OK to remove all files currently in your memory cache
24. Click OK to return to Netscape.

27Q. With Internet Explorer I am able to automatically tab to the next field to enter data. However, with Netscape I cannot, why does the system behave differently for this function?

A.   This solely depends on the Netscape version you are using. Netscape version 6.0 has been proven to work without any difficulties. Check the version number of your Browser and upgrade to a newer version of Netscape (if necessary).

28Q. Why do I need to install Acrobat Reader on my PC?

A.   This tool allows you to view the cover pages, online help, occupational codes, and the LCA.

29Q. When downloading Acrobat Reader, it takes a long time to download to my PC. Why is this happening?

A.   Your Internet connection will determine how fast Acrobat Reader is downloaded to your PC. If you are using a 28k or 56k connection speed you may expect long delays in downloading Acrobat Reader from the Adobe web site.

30Q. When I click the hyperlink for the Online Wage Library, I am not able to access the information.

A.   The server you are attempting to gain access to may not be available. Please retry later.

31Q. The system indicated that the LCA that I was searching for based on the ETA Case Number could not be found. What must I do?

A.   Double check the case number that you entered. It is important that you enter an alpha "I" instead of the number "one" for the case number, for example, I-02043-0005860.

32Q. I did not register and need to check the status of my LCA. How do I go about doing that?

A.   Non-registered users don't have the option of checking the status of their LCAs online--only the registered users. You should email LCAHelp@doleta.gov and include the case number for which you would like to check the status. They will email you the status. In addition, you should consider registering to gain the benefits of checking your status online, placing an LCA on hold, editing and LCA, withdraw an LCA, and so on.

Printing

33Q. Can I print a blank copy of the Form ETA 9035E using the LCA Online System?

A.   No. The system has not been designed to allow for the creation of blank LCAs. The forms are populated and reproduced with the data you enter.

34Q. Will I be able to print single and multiple copies of the Form ETA 9035E from the Web site?

A.   Yes. By specifying the number of copies, you can print multiple copes of the Form ETA 9035E. To specify the number of copies to print from the browser:

1. Click File, Print
2. Specify the number of copies you want to print in the Number of copies text box
3. Click Print.

Security

35Q. If I am a registered user and forget my password, what process must I follow to obtain my existing password or a new password?

A.   The system allows you to click the hyperlink, "If you forget your password and/or username?" to e-mail DOL that you forgot your password for gaining access to your account in the LCA Online System. An e-mail will automatically be sent to you with your password information.

Technical/Program Support

36Q. If I have a policy, program-related, or technical question how can I get answers?

A.   To ensure that your concerns are answered by the DOL program office, an e-mail account, LCAHELP@doleta.gov has been established. For a quick response, please e-mail any inquiry about the H-1B Specialty (Professional) Workers Program to this e-mail account. A representative from this office will provide you with a response.